

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 01-041

TO: District Superintendents/Charter School Administrators/Private School Directors
FROM: Mario Salinas
DATE: April 19, 2001
SUBJECT: FY 2001-2002 LEA Calendar

Beginning Fiscal Year 2001-2002 all entities will be required to submit their LEA Calendar electronically. This is mandated by A.R.S. §15-1042. This will be the first time entities will submit their LEA Calendar electronically. Along with a Policy Manual, a User Guide has been designed in order to facilitate a seamless process. Both of these documents can be found on the School Finance Home Page <http://www.ade.az.gov/schoolfinance/>. LEA Calendar will be due July 2, 2001.

LEA Calendar application will be available April 23, 2001. To access this application you must have a common logon <https://www.ade.az.gov/commonlogon>. If you do not have a common logon please contact Elizabeth Winters at (602) 542-3269 or E-mail her at enterprise@ade.az.gov. You can also use the Request Login function in the common logon to request additional accounts. Permissions to update the LEA calendar for their own district or charter have already been set up for all school district administrators and all charter holder administrators.

Private schools must also submit a calendar. This Memorandum supercedes School Finance Memorandum 010-016 and School Finance Memorandum 010-017. This requirement has changed due to School Finance change in accepting LEA Calendars. To submit a calendar a private school must have a common logon account with permission to update the LEA calendar. Following is a procedure for private schools to follow in requesting an account for school calendars. For each individual for whom you are requesting a logon, we need the following items: name of your organization, first name of individual, last name, title, telephone number. Although not required, it is strongly suggested that you also include an email address for the individual. This information must be sent to us in writing, preferably via email to enterprise@ade.az.gov. For those who don't have email our mailing address is:

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Comments or questions regarding LEA Calendar application should be directed to Mario Salinas, School Finance unit, Arizona Department of Education, at (602) 542-8797 or e-mail msalinas@ade.az.gov. Any further updates will be posted on the School Finance Bulletin Board <http://www.ade.az.gov/schoolfinance/BulletinBoard/>.